



SITI NURFATHIAH BINTI MUHAMAD NASIR
NO 22, JALAN TAMAN RAMAL ROS 1, TAMAN RAMAL ROS, SG. RAMAL DALAM, 43000
KAJANG.
+6014-2043635 | fathiahnsr16@gmail.com |

Experienced Administrative & Data Entry Specialist with over 3 years in government sectors, skilled in office management, document handling, and proficient in Microsoft Office, Excel, AutoCAD, and data systems to support efficient business operations.

EDUCATION

Apr 2023 – Present

(Puncak Alam, Selangor)

Bachelor of Business Administration in International Business
Universiti Teknologi Mara (UiTM)

Dec 2018 — Feb 2022

(Merlimau, Malacca)

Diploma In Business Management
Merlimau Polytechnic, Malacca
CGPA: 3.66

Jan 2013— Dec 2017

(Bandar Baru Bangi, Selangor)

Sekolah Menengah Kebangsaan Jalan Tiga
Information and Communications Technology

RELEVANT EXPERIENCES

Jan 2022 – Present

(Putrajaya)

MINISTRY OF EDUCATION (MOE)

Assistant Administrative Officer Gred N29, Administration

- Responsible for facilitating communications within an office and fielding interactions with the public.
- organizing and servicing meetings (producing agendas and taking minutes).
- Drafting correspondences, scheduling appointments, organizing files, and providing information to callers.
- Effectively manage the unit/department filing/record system including opening new files, closing files/records, re-opening, disposal, archiving.
- Manage the preparation of letters, delivery of letters – outgoing and incoming.
- Organization of meetings, preparation minutes of meeting.
- Communicating with government clients and the general public.
- Ensure safety instructions are provided in each unit/department.
- Acting as contact points for all agency or organizational personnel.
- Keeping lists of the agencies or personnel representing the person, agency, or organization.
- Facilitating meetings and cooperation among people, agencies, and organizations.
- Identifying problems in communication among these groups.
- Collaborating and communicating with necessary constituents and the public.

Sept 2021 — Feb 2022

(Putrajaya)

MINISTRY OF ENTREPRENEUR DEVELOPMENT AND COOPERATIVES (MEDAC)

Internship, Administration

- Organize, coordinate, schedule, and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations and assist the team in innovating the processing of documents.
- Ensuring the confidentiality and security of files and filing systems
- Communicate with employees and other individuals to answer questions, disseminate, or explain information, take orders, and address complaints.
- Supervise members of the administrative staff, equally dividing responsibilities to improve performance Create and update databases and records for financial information, personnel, and other data.

June 2018 — May 2019
(Bandar Baru Bangi, Selangor)

PARKSON HOLDING BERHAD

Retail Association

- Assessing customers' needs and suggesting solutions to their problems
- Welcoming and engaging customers as they enter the store
- Cleaning and restocking the store throughout the day, before opening and after closing
- Keep going outstanding store condition and visual merchandising standards.
- Giving customers advice about sales and promotions
- Setting and attaining sales goals
- Working with cash registers and processing payments

Dec 2018 — Feb 2019
(Subang Jaya, Selangor)

LEGA HEALTH SDN.BHD.

Sales Assistant

- Planning, coordinating, controlling, and execution of the task and target given by Head Office in terms of marketing and financial management.
- Clients Services.
- Ensure high levels of customer satisfaction through excellent sales service.
- Keep going outstanding store condition and visual merchandising standards.
- Recommend and display items that match customer needs.
- Keep up to date with product information.

ACHIEVEMENTS & CURRICULAR ACTIVITIES

2017	Larian Obor-Obor Sukan Sea 2017 In KLIA-KLIA2
2020	Treasurer of Handball Club <ul style="list-style-type: none">- Organizer tournament games for Handball Club.
2021	Secretary of Mesra Alam Club <ul style="list-style-type: none">- Organize student's sports day 2020
2022	Secretariat of Hari Penjaja & Peniaga Kecil Peringkat Kebangsaan Tahun 2021 (MEDAC) <ul style="list-style-type: none">- Organize HPPK 2021
2022	SUKAN "BERJALAN TEGUH BERSAMA" KPM
2022	Secretariat of Pertandingan Kuiz Kemerdekaan BPA, KPM Tahun 2022 <ul style="list-style-type: none">- Organize the question and the answer for the quiz.
2022	Secretariat of Volleyball MESCA, Ministry of Education <ul style="list-style-type: none">- Organize tournament games of Volleyball MESCA.
2022	President of Kejohanan Badminton Piala SUB, BPA Tahun 2022 <ul style="list-style-type: none">- Organize tournament games of badminton Piala SUB, BPA.
2022	Secretariat of Digital Document Management System (DDMS), Ministry of Education <ul style="list-style-type: none">- Organize the event.
2023	Secretariat of Bengkel Pemantapan Jati Diri dan Motivasi BPA, KPM Tahun 2023 <ul style="list-style-type: none">- Organize the event.

TECHNICAL SKILLS

Software	: AutoCAD, SolidWorks, Office Suites, Presentation Software, Spreadsheets, Ms. Excel, SketchUp
Level	: Experienced

OTHER SKILLS	: Manage administrative systems, Identify customer's needs, Delegate activities, Time management
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STRENGTHS	: Multi Task, Attitude, Creativity, Team Work & Critical thinking
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LANGUAGES	Malay Native speaker	English Highly proficient
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REFERENCES

SITI RAHMAH BINTI AB RAHIM
ASSISTANT DIRECTOR OF ADMINISTRATION,
CONTRACTOR SERVICE CENTER,
MINISTRY OF ENTREPRENEUR
DEVELOPMENT AND COOPERATIVES (MEDAC)
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ASSET MANAGEMENT DIVISION,
MINISTRY OF EDUCATION (MOE)
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Sijil Penyertaan

Dengan ini diperakui bahawa

SITI NURFATHIAH BINTI MUHAMAD NASIR
000621-05-0140

telah menyertai secara dalam talian

**BENGKEL KEMAHIRAN SEARCH ENGINE OPTIMIZATION (SEO)
FOR ONLINE BUSINESS**

anjuran

**PEMBELAJARAN SEPANJANG HAYAT
JABATAN PERDAGANGAN
POLITEKNIK MERLIMAU**

pada

17 JULAI 2021




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MOHD HATTA BIN ZAINAL
Pengarah
Politeknik Merlimau

Sijil Penyertaan

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SITI NURFATHIAH BINTI MUHAMAD NASIR
000621-05-0140

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BENGKEL KEMAHIRAN MICROSOFT OFFICE PUBLISHER 2016

anjuran

PEMBELAJARAN SEPANJANG HAYAT
JABATAN PERDAGANGAN
POLITEKNIK MERLIMAU

pada

31 JULAI 2021




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MOHD HATTA BIN ZAINAL
Pengarah
Politeknik Merlimau

Sijil Penyertaan

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BENGKEL KEMAHIRAN MICROSOFT OFFICE EXCEL 2016

anjuran

PEMBELAJARAN SEPANJANG HAYAT
JABATAN PERDAGANGAN
POLITEKNIK MERLIMAU

pada

25 JULAI 2021




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MOHD HATTA BIN ZAINAL
Pengarah
Politeknik Merlimau